Section Overview

Introduction   The objective of this section is to provide a concise, user friendly job aid for the user at the Academy PERSRU to complete an Accession of Cadet Graduate event in SDAII. This section contains information on:

- Purpose of event
- Any references
- Fast Path ID and Data Entry
- PMIS/JUMPS effect
- Corrections and deletions

In this Section   The following topics will be discussed in this section:

Topic	See Page
Purpose	12-D-2
References	12-D-2
Fast Path ID and Data Entry	12-D-2
Initial Endorsement on Orders Transaction	12-D-4
How PMIS/JUMPS is effected by the Initial Endorsement on Orders Transaction	12-D-8
Corrections and Deletions to the Initial Endorsement on Orders Transaction	12-D-8
Additional Transaction Information	12-D-8

Accession of Cadet Graduate

Purpose   The Accession of Cadet Graduate event is used to complete the necessary transactions on a newly accessed officer who graduates from the Academy as a cadet.

Note: Do not use this event if the member did not graduate with his/her class (i.e., if member's initial information did not go with the tapes that are sent from the Academy to HRSIC to access all the newly graduated Cadets into PMIS/JUMPS as officers). Use the Officer Accession into the Coast Guard event for these members.

References
   a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
   b. Query Manual, HRSICINST M5230.2 (series)
   c. Pay Manual, COMDTINST M7220.29 (series)
   d. Personnel Manual, COMDTINST M1000.6 (series)
   e. Joint Federal Travel Regulations

Fast Path ID and Data Entry   Enter "cadtacc" for Fast Path ID or press "AKC" from the Main Menu Screen in SDA II. Enter the member's SSN and press <GO> or F1. The following screen should appear:

		Accession of Cadet Transactions (Screen 1 of 1)	
	000-00-0000		GOOD, IAM
Stat	Options	Transactions	
I	Required	Initial Endorsement on Orders	
I	Required	Member's Tax Mailing Address	
I	Required	Member's State Taxes	
I	Required	Member's Federal Taxes	
I	Required	Pay Option Election	
I	Required	Officer Uniform Allowance	
I	Required	Start/Change BAH or BAQ and/or Quarters Assignment	
	N	Change in Dependency/Emergency Data?	
	N	Elect/Decline Servicemembers' Group Life Insurance?	
	N	Departing Orders?	
	N	~~Record Award Information~~? CGHRMS	
	N	Certificate of Release or Discharge from Active Duty (DD214)	

Listed below are the transactions that can be selected in Screen 1 of 1 of the Accession of Cadet Graduate event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Initial Endorsement on Orders (L68B)	Required	This transaction is required for this event and must be completed.

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